

CHAPTER:	2 - RECRUITMENT AND PLACEMENT	ADOPTED: 3/7/06
SECTION:	4 - INTERVIEW GUIDELINES	REVISED: 4/4/07

Since interviewing and selecting candidates may be done in conjunction with the Department, Department Heads should familiarize themselves with, and adhere to, the following guidelines:

What an Interviewer must **not** ask:

- (1) Do not ask the applicant how old he/she is.
- (2) Do not ask the applicant his/her birth date or place of birth
- (3) Do not ask the applicant where his/her parents were born.
- (4) Do not ask the applicant how long he/she has resided at his/her present address.
- (5) Do not ask the applicant what his/her previous address was.
- (6) Do not ask the applicant about religious practices or whether he/she is affiliated with a particular parish or observes religious holidays.
- (7) Do not ask the applicant what his/her father's surname is.
- (8) Do not ask the female applicant what her maiden name was.
- (9) Do not ask applicants whether they are married, divorced, separated, widowed, single, or are/were a partner in a civil union.
- (10) Do not ask applicants who resides with them.
- (11) Do not ask applicants how many children they have.
- (12) Do not ask the ages of any children of applicants.
- (13) Do not ask who will care for children while the applicant is working.
- (14) Do not ask how the applicant will get to work, unless owning a car is a job requirement.

- (15) Do not ask the applicant where a spouse or parent or any relative works or resides.
 - (16) Do not ask the applicant if he/she owns or rents his/her place of residence.
 - (17) Do not ask the applicant the name of his/her bank or any information as to amount of any loans outstanding.
 - (18) Do not ask the applicant whether he/she ever had his or her wages garnished or declared bankruptcy.
 - (19) Do not ask the applicant whether he/she was ever arrested, but you may ask if he/she was convicted of a crime. You should explain that a conviction will not automatically bar his/her employment.
 - (20) Do not ask the applicant whether he/ she ever served in the armed forces of another country.
 - (21) Do not ask the applicant if he/she has a particular disability or disabling condition or inquire about the severity of a disability.
 - (22) Do not ask the applicant about his/her workers' compensation history.
 - (23) Do not ask the applicant if he/she is for or against unions or whether the applicant was ever a union member.
 - (24) Do not ask the applicant his/her race.
 - (25) Do not ask the applicant the color of his/her eyes, skin, hair, etc. or his/her height or weight.
 - (26) Do not ask the applicant for a photograph.
 - (27) Do not ask the applicant for his/her driver's license number, unless driving a vehicle is a requirement of the job.
 - (28) Do not ask the applicant the language used in his/her home.
 - (29) Do not ask the applicant if he/she has experience in the National Guard or Reserve Units.
 - (30) Do not ask the applicant about dates, conditions or types of discharge related to military service.
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- (31) Do not ask the applicant about any clubs, social fraternities, sororities, societies, lodges or organizations to which he/she belongs.
- (32) Do not ask the applicant whether or not he/she graduated from high school.

IMPORTANT: Do not write anything on the application form, except, if so desired, information as to:

- (a) Date available to begin work, department, salary.
- (b) Job-related reason for rejection such as inability to do work, inability to work required hours, not legally permitted work in U.S.A., no working papers or work permits, obviously under the influence of intoxicants or drugs at time of interview.

What an Interviewer **may** ask:

- (1) Questions regarding any information on the application for further review.
- (2) Why did the applicant leave his/her former employment?
- (3) What kind of references would the applicant receive from his/her former employers?
- (4) What did his/her prior job duties consist of?
- (5) What did he/she like and dislike about prior jobs?
- (6) What kind of job duties is he/she interested in?
- (7) What hours and days is he/she available or unavailable to work?
- (8) What does he/she feel is relevant to the position he/she is applying for?
- (9) What size organization did he/she work for?
- (10) What did he/she think of his/her prior supervisor? Did he/she get along with them? What kind of supervisor does he/she like to work for?
- (11) How were employee problems and complaints solved at his/her prior job? Did he/she think it was a good procedure? How would he/she like employee problems and complaints handled if he/she were employed by this

organization?

- (12) What were his/her wages at the prior job? How frequently were increases given, what were they based upon -- merit, productivity, or something else? Were they cents per hour or percentage increases? How many increases did he/she receive, if based upon merit?
- (13) Was he/she ever promoted in prior jobs? On what basis was he/she promoted: length of service, merit?
- (14) Did he/she receive a shift differential at prior job? How much? Was it a percentage or cents per hour?
- (15) What benefits did he/she receive at prior job? Did he/she pay any part of insurance coverage? Was this money automatically deducted from pay? How did prior employers explain his/her benefits: insurance booklets, employee memos, bulletin board notices, handbook? How frequently were benefits changed?
- (16) How much does he/she expect an employer to communicate and keep him/her involved as to what is going on? How would he/she want this communication to take place?
- (17) Are you in the United States on a visa which prohibits you from working here?
- (18) Are you either a US citizen or a permanent resident alien?
- (19) About military experience of applicant in Armed Forces of US only when used for employment history.
- (20) Whether applicant has received any notice to report for duty in Armed Forces?
- (21) Whether he/she is a member in a professional or trade organization?
- (22) What was the highest grade completed by applicant?